

NIH DAY CARE BOARD MEETING MINUTES

January 13, 2000

Building 31, First Floor / Conference Room 2 (A-wing)

10:00 a.m. to 12:00 p.m.

Attendees: Deborah Henken, Sharice Abdilahi, Isabel Ellis, Gerald Hines, Pamela Jenkins, Wendy Thompson, Tracy Rankin, Lee Ettman, Mary Haas

Guests: Clarence Dukes/DES for Juanita Mildenberg, Mary Alice Stetler-Stevenson/WSA, Kathleen Clouse-Strebel/POPI Parent Board

Approval of Minutes: Minutes from the November 18, 1999 meeting were reviewed and unofficially approved by the Board, as not enough voting members were present.

- Pamela J. will e-mail these minutes to all voting members and ask them to vote electronically.

Special Presentation: Mary Alice Stetler-Stevenson, in conjunction with the Woman Scientist Advisors (WSAs), has been working to put together a chat room devoted to child care and related issues. A computer consultant has been identified to develop this chat room on the NIH LISTSERVE. The Work and Family Life Center (WFLC) will host the chat room web site. The WSAs will monitor and update the information posted on the site every three months. This web site will be limited to NIH employees and will offer a variety of topics/services such as:

- Informational guide on how to find child care for newly employed staff.
- Q&A bulletin board on child care issues, e.g., shared knowledge/experiences, etc.
- Evening/Weekend/Sick child care services that are available.
- Local community sponsored activities.

The Board will be informed once the site has been placed on-line and will promote the chat room by implementing a link to the NIH Day Care Programs web site. Mary Alice urged the group to participate and to spread the word once the site is up and running.

Center Reports:

ChildKind, Inc.

- Installation of the new ceiling diffusers and sensor thermostats has been completed. The Occupational Safety and Health Branch (OSHB) are currently reviewing the air balancing report. It has been suggested that OSHB periodically conduct air balancing tests to ensure that the HVAC system is working properly.
- Scheduling Fall training classes for its staff.
- Scheduling CPR re-certification classes

Parents Of Preschoolers, Inc. (POPI)

- The center celebrated the holidays by having a Hanukkah party, a Christmas nativity play and a Kwanza party.
- Children are learning about Martin Luther King, Jr.
- 25 children will participate by singing at NIH's honoring of Martin Luther King, Jr.

- A field trip to Glen Echo's Adventure Theater to see a puppet show has been planned.
- CPR and First Aid training classes are being scheduled in February.
- The POPI Board purchased a new computer for the center director. The computer will need to be connected to the NIH LAN system. REMB has made the necessary arrangements for this connection to occur.

Executive Child Development Center (ECDC)

- Due to illness, no representative from ECDC was present.
- Debbie H. attended some of ECDC's Board meetings and met John "JB" Brown, the Center's new Chairperson.

Updates:

Fried & Sher Management Assessment: A brief meeting was held on 1/10 with Debbie H., Gerald H., Pamela J., Mike Sullivan, Acting Director, DSFM and Helen Stein, Fried & Sher to review and discuss the Management Study Draft Interim Report. The following items were discussed and will be incorporated into the Final Report:

- A list of optional management practices.
- Options on how to structure the existing programs and include all pros and cons.
- Recruitment of a full-time Day Care Coordinator. This person will report directly to Mr. Stephen Ficca, Associate Director, Office of Research Services (ORS).
- Relieve DSFM from having the responsibility of maintaining oversight of the day care programs and redefine its participation as a "support service", i.e., solely providing/acquiring space for child care.

A copy of the Final Report will be provided to the attendees on 1/13. Mike S., Debbie H. and Helen Stein will meet with Stephen Ficca on 1/19 to review and discuss the Final Report.

Day Care Coordinator Position: Gerald H. informed the Board that the position description (PD) has been re-titled as a Child Care Specialist and has also been upgraded from a GS-12 to a GS-13 position. It will be at least 2-4 weeks before the position is advertised. The position will be posted for 60 days. A draft copy of the PD will be provided next week and will then be sent to the Board members for review and comments.

Needs Assessment: Debbie H. informed the Board that due to the associated cost of approximately \$100,000.00 to have Fried & Sher conduct a needs assessment of the NIH community, the Board will not pursue requesting funds from ORS at this time. An in-depth review of the information provided from the resource and referral services offered by the WFLC and the review of the center's current wait lists has not been conducted. Pertinent information may be obtained and compiled upon completion of these reviews.

- Debbie H. and Wendy T. will identify what types of questions should be noted on the needs assessment survey that will address more than just child care issues. The new Child Care Specialist will play an active role in the development of this assessment.

Nominations: No nominations have been received.

OPM Regulations for Subsidized Child Care: On 1/3, the Board received via e-mail a copy of the proposed OPM regulations for subsidized child care to review and forward any comments to REMB. All comments were noted in a briefing paper prepared by REMB for Mr. Ficca's review. A copy of the briefing paper was distributed to the Board. Gerald H. and Debbie H. will be meeting with Mr. Ficca later today to review and discuss the proposed regulations. Gerald H. will report back at the next Board on the results of their meeting.

Chair Activities: A meeting with the post-doctoral fellow is scheduled for 2/3/00.

Day Care Fair: Debbie H. indicated that there are not enough voting members on the Board to plan such an event.

- The Board unofficially voted to pursue assisting in the promotion of the new resource and referral services offered by the WFLC and postpone attempting to plan a day care fair at this time.
- Wendy T. mentioned that the WFLC receives between 5-10 telephone calls a day regarding child care services.
- Pamela J. will contact the Recreation and Welfare Association (R&W) to see if they have a list of the various IRTA, Fellows, Post Doc, etc. committees to apprise them of the new resource and referral services offered by the WFLC.

Round Robin:

- Isabel E. mentioned that she would like to see the Board work on gaining more visibility.
- Wendy T. distributed information on upcoming WFLC seminars.
 - Ms. Corliss Taylor, a former board member, gave birth to a 9 lb. baby girl named Sierra Rose. Mother and daughter are doing well.
- Gerald H. mentioned that REMB is still working on finalizing the Memorandum of Understanding (MOU) between NIH and the Federal Protective Services to conduct the criminal background checks.
 - REMB has scheduled the installation of ChildKind Inc.'s play shades and surface repairs during the month of April.
 - The construction budget for the new child care center is currently over budget. Gerald H., Pamela J. and Mary H. will attend a meeting later today with the Project Officer to review, discuss and develop a plan of action to resolve this issue. Gerald H. has indicated that the additional funds need to be secured prior to ground breaking.

- Clarence Dukes shared with the Board that the NIH Master Plan is updated every 5-years to identify any new requirements. Currently, the plan identifies another site in front of the new Clinical Research Center being constructed for a child care center. The FY2001 Buildings and Facilities budget still reflects the child care requirements.
 - Isabel E. suggested investigating how a needs assessment related to child care services could be included as part of NIH's Capital Improvements budget.
- Tracy R. would like the Board to investigate allowing the Center Directors to attend some basic computer software classes offered by NIH.
 - Sharice A. will follow up on seeing if these classes can be provided.
- Debbie H. will ask Susan L. to assist in investigating if there is any way for the staff at each child care center to have access to flu shots that are offered to NIH employees as well as obtain their TB tests through the Clinical Center or through the OSHB Health Unit.

Prepared by:
Pamela Jenkins
January 20, 2000